



Neighborhood and Community Engagement Commission

Agenda Item: 8A

Advisory Information

Title: **Bylaws Amendment – Succession of Officers.**

☒ Action ☐ Discussion ☐ Informational

Date: November 26, 2013

Prepared By: Howard Blin, Community Engagement Manager

Attachments:

Requested Action

Adopt the proposed amendment to the bylaws.

Background

After a recent resignation from the NCEC Executive Committee, it was realized that the bylaws did not include a process for replacing members of the Executive Committee before the end of their terms. The amendment to the bylaws shown below addresses this gap in the bylaw.

Amendments to the bylaws must be introduced at a meeting prior to the meeting at which they are adopted. In this case, the amendment was introduced in September.

Recommendation

13.4 Executive Committee Roles and Responsibilities

13.4.1 Chair.

The Chair shall respectfully open the meeting at the time at which the commission is to meet. Official business will take place when a quorum is established.

The chair shall call the members to order, announce the business before the commission in the order in which it is to be acted upon, state and put to a vote all questions which are regularly moved, or necessarily arise in the course of proceedings, and announce the result of the vote. The Chair shall decide all questions of order, subject to an appeal to the commission, and shall inform the commission on a point of order or practice.

The Chair shall authenticate, by his/her signature, when necessary, all the acts, orders, and proceedings of the commission, and in general to represent and stand for the commission, declaring its will, and in all things, carrying out the commission's resolutions.

The Chair has authority to do only those things assigned to that office by the Bylaws, or other actions as prescribed by the NCEC.

The person elected should have the ability to effectively lead, manage meetings and make decisions. 6

13.4.2 Vice Chair.

The Vice-Chair assumes the position of the Chair in the Chair's absence.

The Vice-Chair assists the Chair in meeting and agenda management;

13.4.3 2nd Vice-Chair.

In the absence of the Chair and Vice-Chair, the 2nd Vice-Chair assumes the responsibilities of the Chair.

The 2nd Vice-Chair assumes the responsibilities of the Secretary in the Secretary's absence.

13.4.4 Secretary.

The Secretary shall ensure that NCR Department staff maintains an accurate a record of the proceedings of the NCEC and record the minutes of each meeting, document the decisions, deliberations, and action points of each meeting.

The Secretary shall be responsible to maintain accurate meeting attendance records of the NCEC Commissioners.

The Secretary assumes the position of the Chair in the absence of the Chair, the Vice-Chair, and the 2nd Vice-Chair.

The Secretary ensures review of the minutes by the Executive Committee and that meeting minutes are delivered to NCEC Commission members not later than ten days following the regularly scheduled NCEC meeting; The Secretary shall also present the minutes to the Commission for approval at Commission meetings

The Secretary will be responsible for administering the at least annual evaluation of the NCEC, the Executive Committee and the Chair.

13.4.5 Resignation or Vacancy in Executive Committee (Officers)

Letters or verbal notification of resignation of a Commissioner from an Executive Committee position shall be directed to the Chair and Secretary of the NCEC. The Chair and Secretary shall notify the Director of the NCR Department and the NCEC Commissioners within five (5) days from receipt of the letter of resignation.

The NCEC shall conduct an election to fill the vacancy in the Executive Committee at the next regular Commissioner meeting following receipt of the letter of resignation. The election procedure shall take place according to the relevant provisions of Section 13.3 Election of Officers.